



New College of Florida

Academic Affairs Committee (AAC) Meeting Minutes

Date: Thursday, February 5, 2026

Time: 10:30 a.m. – 12:00 p.m.

Location: Library, room 141

Attendees:

Deja Rowe, Ryan Buysens, Sandra Gilchrist, Joe Moore, Carrie Benes, David Harvey, April Ainsworth, Rob Zamsky, Manu Lopez, Nova Myhill.

1. Study Abroad Program Development (CB)

Discussion:

- CB raised concerns regarding the development of the Florence study abroad program and the lack of communication between the Center for Engagement Opportunities (CEO) and faculty.
- CB noted that faculty with subject expertise were not consulted prior to program development and that course offerings associated with the program had not been reviewed by faculty in relevant disciplines.
- Concerns were raised regarding inconsistencies in credit structures and how courses offered through the program would transfer into New College degree requirements.
- DH emphasized that faculty support the development of study abroad opportunities but agreed that faculty consultation is necessary to ensure academic quality and oversight.
- CB reiterated that faculty responsible for Areas of Concentration (AOCs) should have the opportunity to review coursework to determine whether credits may count toward degree requirements.

Action Items:

- AAC to request improved communication between the CEO Office and faculty regarding study abroad program development.
- Faculty with relevant disciplinary expertise should review course offerings associated with new study abroad programs.

2. ISP Proposal and Budget Timeline (RB)

Discussion:

- RB raised concerns regarding ISP proposals that included budget requests that had not been discussed with division chairs in advance.
- Supplies associated with some ISPs were drawn from divisional budgets unexpectedly, creating financial strain.
- SG agreed that budget planning for ISPs should occur earlier and suggested calculating an average cost per ISP to assist with planning.
- SG also suggested limiting the number of group ISPs in order to better manage resources.
- ML emphasized the importance of involving division chairs earlier in the process to ensure adequate review of ISP proposals and budgets.
- RB recommended including information about ISP budgets and procedures in the student handbook to clarify expectations.

Action Items:

- AAC to review ISP budget planning processes with division chairs earlier in the academic cycle.
- Consider establishing guidelines regarding ISP budgets and group ISP proposals.
- Explore including ISP budget expectations in the student handbook.

3. Funding for Student Study Abroad (SG)

Discussion:

- SG expressed concerns about recent information regarding changes to funding for study abroad and research travel.
- SG indicated that some students had been informed they may no longer be eligible for funding through Student Research and Travel Grants (SRTG) for international research travel.
- CB asked whether SRTG funding would still support international travel and requested clarification regarding how study abroad funding will function moving forward.
- DH suggested requesting clarification from the Provost's Office regarding the structure and availability of funding.
- RZ confirmed that the Provost's Office would gather additional information and provide clarification.
- ML noted that Mitch Ryczek planned to discuss funding changes at an upcoming faculty meeting.

Action Items:

- Provost's Office to provide clarification regarding SRTG funding and study abroad travel support.
 - Funding policies to be communicated to faculty and students once clarified.
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4. Spring 2026 Course Enrollment (ML)

Discussion:

- ML shared current Spring 2026 enrollment data and noted that enrollment numbers may continue to change.
- Discussion focused on protecting Areas of Concentration (AOCs) and ensuring balanced enrollment across courses.
- CB noted that athletics schedules may conflict with course participation, resulting in student withdrawals. CB suggested inviting Mariano to discuss coordination between athletics and academic scheduling.
- CB also expressed concerns that course overloads may contribute to uneven enrollment patterns across courses.
- SG noted that admissions and recruitment strategies should align with AOCs in order to attract students to programs that require additional enrollment.
- ML observed that many incoming students appear interested in a limited set of courses and suggested considering course enrollment caps.
- NM expressed concern that junior faculty may feel pressure to maximize enrollment numbers due to evaluation expectations, suggesting the need for clearer policy guidance.
- DH asked about the scheduling timeline for athletics events. ML explained that while some scheduling details are known in advance, travel and scheduling agreements with other institutions create uncertainty.

Action Items:

- ML to meet with Athletics to discuss scheduling coordination and potential academic conflicts.
 - AAC to consider policies related to course overloads and enrollment balance.
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5. Overload Compensation Process (CB)

Discussion:

- CB suggested converting the overload compensation process into a dynamic form to streamline submissions and approvals.
- RB recommended establishing a clear policy outlining the overload approval process.
- SG noted the disparity between compensation for adjunct faculty and overload compensation for full-time faculty and suggested continued review of workload and compensation structures.

Action Items:

- AAC to explore development of a dynamic form for overload compensation requests.
 - Consider drafting a formal policy outlining overload compensation procedures.
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6. Clarification on Internship Data Collection & Classification (CB)**Discussion:**

- CB discussed ongoing efforts to classify internships within Banner for reporting and institutional tracking purposes.
- AA provided updates related to Performance-Based Funding metrics, noting that certain “ghost internships” can now be counted toward institutional metrics.
- AA emphasized the importance of updating and classifying internship records before reporting deadlines.

Action Items:

- Continue updating internship classifications within Banner to support reporting requirements.
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7. Feedback from Divisions on FBPC Report (CB)**Discussion:**

- DH noted that feedback received from divisions regarding the FBPC report was generally consistent across units.

Action Items:

- None.
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8. Work Study Program (SG)**Discussion:**

- SG requested a clear list of students receiving Federal Work Study to assist with departmental planning.
- CB noted that some students are not aware that they have been awarded work study funding.

Action Items:

- Administration to provide **clear reporting of work study student assignments.**
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9. Student Hiring Process (CB / SG)

Discussion:

- CB and SG raised concerns regarding the student hiring process email distributed on February 2, noting confusion and administrative challenges.
- DH indicated that similar concerns had been raised at the Faculty Personnel and Budget Committee (FPBC) and that additional oversight may be needed.
- CB suggested that changes to the process could be coordinated through divisions rather than revising the entire system at once.

Action Items:

- AAC to review potential adjustments to the student hiring process in coordination with divisions.
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10. Divisional AOC SACS Reports (RZ)

Discussion:

- RZ provided guidance regarding **Divisional Area of Concentration (AOC) SACS reports.**
- SG has already submitted reports for her division, which may serve as a model for other divisions.
- RZ noted that if programs have not changed significantly, existing reports may be updated and resubmitted with minimal revisions.

Action Items:

- Divisions to complete and submit AOC reports for SACS documentation.
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11. Institute for Academic Leadership – Professional Development (RZ)

Discussion:

- RZ shared information about the Institute for Academic Leadership, scheduled for June 7–10, which offers professional development for new academic chairs through Florida State University.
- Participation is available at no cost to attendees.

Action Items:

- New chairs encouraged to **consider attending the Institute for Academic Leadership program.**
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Next Steps / Follow-Up Summary

Topic	Responsible Party	Timeline
Study abroad faculty consultation	CEO Office / Faculty	Ongoing
ISP budget planning process	AAC / Division Chairs	Next academic cycle
Study abroad funding clarification	Provost's Office	Upcoming faculty meeting
Athletics scheduling coordination	Manu Lopez	Spring 2026
Overload compensation process review	AAC	Spring 2026
Internship classification updates	Academic Affairs	Before reporting deadlines
Work study student list distribution	Administration	Upcoming term
AOC SACS reports	Divisions	Current reporting cycle

Adjournment: 12:00 p.m.

Minutes prepared by: Deja Rowe